

Peterborough Kawartha Green Party of Ontario Constituency Association Executive Information Package

Welcome

Thank you for your interest in joining the executive of the Peterborough Kawartha Green Party of Ontario (GPO) Constituency Association (CA). The next couple of years will be exciting as we approach the 2022 provincial election. We have prepared this information package to help you make a decision about joining the executive for Peterborough Kawartha GPO.

We will be electing a new executive for the Peterborough Kawartha Green Party of Ontario Constituency Association at the Annual General Meeting this February 2020. We would like to capitalize on the Green Wave that is sweeping Ontario and Canada by inviting you to join us either on the CA executive in a formal role or as a Member at Large without a specific role.

Constituency Association

CA's are the backbone of the organizing team for the GPO around the province. The role of the CA is to ensure the best possible result for a Green Candidate in our riding....in other words, the CAs job is to get a Green Party candidate elected in the upcoming election. CAs do this by fundraising, recruiting a great candidate and providing all the tools necessary to a run successful campaigns. The Green Party of Ontario's most successful campaigns to date have all been supported by a strong CA. Our local constituency has experience strong growth and amazing support in the last year and we would like to capitalize on that by building a bigger and stronger association....and we want you to be part of that team.

If you are interested in joining the executive, we ask that you:

- fill out a google form to provide information which will be included in a package provided to the membership in advance of the Annual General Meeting should you decide to let your name stand for one of the positions on the CA executive. The form can be found at <https://forms.gle/EHgMA1uikoQ4NB1GA>
- are a member in good standing of the Green Party of Ontario by 2020 Jan 11
- you are not a member of any other provincial political party
- follow the Green Party of Ontario Code of Conduct
- live within the boundaries of the Peterborough Kawartha electoral district
- are available for the Peterborough Kawartha Green Party of Ontario Annual General Meeting to be held either February 11 or 25 (awaiting confirmation on speaker and room availability at Trent)
- are able to pass a police check (we will provide a volunteer letter to accompany your application)
- able to devote at least 8 hours a month consisting of a minimum of one executive meeting (usually 2 hours on a weekday evening) and other time as required
- check and respond to e-mail from other executive members several times a week
- are able work in a team atmosphere with a diverse and dynamic group of people

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Positions Available and their Responsibilities

President (*position must be filled as required by Elections Ontario*)

As the President of your local CA for the Green Party of Ontario you can expect to commit a number of hours monthly to coordinate efforts to raise the profile of the Green Party in your community.

Expectations and qualifications for the position include:

- Demonstrating and exercising strong leadership abilities
- Scheduling meetings
- Consulting and collecting information to help establish direction of party within a local context
- Maintaining regular contact with head office
- Establishing goals and helping committees (or individuals) focus on those goals
- Facilitating the planning of many events and committees including the annual general meeting
- *GVote experience or database aptitude preferred.* Gvote is the Green Party's voter contact database.

Chief Financial Officer (*position must be filled as required by Elections Ontario*)

As the Chief Financial Officer (CFO) it is necessary to understand the laws that affect political associations and non-profit organizations. Training and support are provided through Elections Ontario and the GPO. The CFO may work with a volunteer assistant.

Tasks will include:

- Keeping books and have signing authority for all CA expenses
- Reporting to executive and local members on finances, and to the GPO from time to time
- Understanding policies and laws relating to party finances
- Submitting annual financial report by May 31st of each year to Elections Ontario

Secretary

Tasks will include:

- Keeping notes during executive meetings, annual general meetings and nomination meetings, and tracking action items.
- Maintaining records for future executives to use for reference.

Fundraising Chair (called Money Chair in the GPO bylaws)

Tasks will include:

- Planning fundraising event(s) and campaigns

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- Managing thank you program for donors
- Working with CFO to ensure Elections Ontario regulations are followed
- *GVote experience or database aptitude preferred*
- Working with a team of volunteers.

Membership Chair

Tasks will include:

- Responding to volunteer inquiries and connecting new volunteers to the **Exec** and teams.
- Managing membership recruitment and membership renewals.
- Assisting with candidate recruitment and nomination meeting
- Working with a team of volunteers.
- *GVote experience or database aptitude highly preferred*

Communications/Media Coordinator (called Messaging Chair in the GPO bylaws)

Tasks will include:

- Promoting the GPO both internally and into the community.
- Liaising with GPO to distribute provincial messages to local media
- Maintaining (or delegating) website and social media
- Working with a team of volunteers.

Member-at-Large

The GPO bylaws provide for an unlimited number of members-at-large, though it is best to keep the number to one or two. There is a need for someone to head up the activities involved in putting on events, an “Events Chair”. The Events Chair will have a team of volunteers to help her or him. Also, a member-at-large might manage an issue campaign.

Tasks will include:

- Great for someone who wants to be more active in the local association, but is not ready to take on a specific role. Members at large are expected to attend executive meetings and vote on CA decisions, as well as volunteer as available on other executive teams.
- *GVote experience or database aptitude preferred*

If you would like any more information about any of the these positions, please feel free to contact the Peterborough Kawartha GPO via info@ptbogreens.org or directly via Chantelle Gray-Wheeler chantellegw@gmail.com , Sheldon Rooney sheldonrooney@trentu.ca or Roberta Herod roberta.herod@gmail.com .

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About the Green Party of Ontario

The Green Party of Ontario is independent yet is philosophically aligned with other green parties in Canada and around the world. The GPO is fiscally responsible, socially progressive and environmentally focused, and begins with the basic premise that all life on the planet is interconnected and that humans have a responsibility to protect and preserve the natural world.

Team

The Green Party is made up of people just like you. We're small business owners, teachers, doctors, scientists, parents, nurses, workers and professionals, who think the current political system is broken and simply want to make the world a better place.

Party History

The Green Party of Ontario (GPO) became an officially registered political party in 1983, and has been developing in size and sophistication since that time, expanding its membership and rising in the polls. We have increased the number of candidates in successive provincial elections. In the 1999 provincial election, we fielded 58 candidates, and became the fourth largest party in the province. In 2003, we fielded our first nearly-full slate, 102 out of 103 candidates, and received 2.8% of the vote. The 2007 election saw Ontario voters support Green Party values with unprecedented enthusiasm. The GPO, for the first time in history, had a full slate of candidates and garnered over 8% of the vote. We ran a full slate of candidates in both the 2011 and 2014 elections. At present, the GPO is averaging about 9% in the polls.

Useful Links

Members of the Green Party of Ontario can log in to the members' area on gpo.ca by clicking the "login" link at the very bottom of the gpo.ca home page. The GPO constitution and a wealth of other information about how to run a Constituency association are provided there. If you haven't logged in there before, you can register the first time you click that link.

The bylaws of the local CA have been posted on Ptbogreens.org under the "Green Values" tab, at the following link:

<http://ptbogreens.org/wp-content/uploads/2019/12/19.12.13.Charter-of-the-PK-GPO-CA-updated-with-March-2019-amendments.pdf>

GPO Code of Conduct

Purpose

(1.0) The purpose of this Bylaw is to ensure all participants at Party-affiliated functions have an opportunity to participate fully without being hindered in or prevented from doing so by any Ontario Human Rights Commission (OHRC) prohibited grounds for discrimination, and to be free from harassment and intimidation.

(1.1) OHRC prohibited grounds for discrimination are citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex / pregnancy, gender identity, gender expression, family status, marital status, sexual orientation, receipt of public assistance, and record of offence.

Prohibited grounds of discrimination or harassment

(2.0). All participants at a Party-affiliated function will not engage in any behaviour that will undermine or attack the goals and purposes of the GPO including, but not limited to:

- a. using offensive language or behaviour;
- b. making denigrating comments on the basis of OHRC prohibited grounds; c. harassing, threatening, assaulting or intimidating other participants; or d. damaging or destroying any property that does not belong to them.
- c. harassing, threatening, assaulting or intimidating other participants; or
- d. damaging or destroying any property that does not belong to them.

Complaints and equity officer

(3.0) All centrally organized GPO events or meetings with more than 20 people in attendance shall appoint an Equity Officer (EO) to investigate any complaints, including those under 2.0.

(3.1) The meeting organizer(s) shall outline the procedure for investigating and resolving complaints made to the EO prior to the meeting.

(3.2) All procedures for investigating and resolving complaints must include the following:

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- a. a process for making anonymous complaints;
- b. a process for the accused person or persons to make a written statement responding to any allegation made against them;
- c. a process for determining whether any provision within 2.0 has been violated;
- d. a process for determining the appropriate resolution in the event of a violation of 2.0;
- e. a process for informing all affected parties; and
- f. a process for determining whether the complaint should be reviewed further by the GPO.

(3.3) The procedure for investigating and resolving complaints must be publicized prior to the event.

(3.4) The GPO shall provide assistance for the investigation and resolution of complaints.

(3.5) The duties of the EO include, but are not limited to:

- a. being visible and available for the duration of the meeting, including attendance at affiliated social events;
- b. acting in a responsible manner and being prepared to deal with any eventuality at all times;
- c. investigating all complaints; and
- d. issuing a report to the Ombuds Committee if required following the event.

Procedure for review on request of the complaints and equity officer

(4.0) A GPO member, having had their complaint investigated, may request that the complaint be reviewed by the GPO Ombuds Committee.

(4.1) All requests for review by the GPO Ombuds Committee must include a written report detailing the investigation by the Complaints and Equity Officer.

(4.2) The GPO Ombuds Committee may make recommendations to the Provincial Executive based on the evidence reviewed in accordance with the process outlined in Bylaw K: Membership.

Definitions

(5.0) Harassment is a form of discrimination. It involves any unwanted physical or verbal behaviour that offends or humiliates. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment.

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(5.1) Participant is defined as any person in attendance for any portion of an affiliated event.